

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: City Recorder
- Revision Date: 04/17
EEO Category: Professional
Status: Exempt (Admin)
Control No: 20360

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision and direction of an Assistant CAO or his/her designee, directs and manages the overall operation of the City Recorder's Office; makes long and short range goals for preparing, maintaining, and attending to the official records and actions taken by the Sandy City Council and Sandy City Administration.

III. Essential Duties:

Records Management

- Directs all activities within the Office of the City Recorder, including management of city contracts and official documents, searching and disseminating information and overseeing the publication of official notices or other publications. Fulfills state statute obligations for annexations and other processes approved by the Sandy City Council.
- Responsible for transmission of city code changes for codification.
- Oversees the long and short range planning for the Recorder's Office with regard to records management, storage and retrieval of information.
- Responsible for all non-police city records requests and responses (GRAMA); coordinates responses with Department Heads, city staff and the legal department.
- Provides training of employees in all areas of records management.
- Oversees management and implementation of document imaging system.

Election Supervision

- Manages all City elections; liaison with Salt Lake County Elections.
- Oversees management of candidate needs; financial reporting requirements.
- Prepares Candidate Information Packet and coordinates Voter Information Newsletter.
- Responsible for canvass of election
- Provides for City elections

Office Supervision

- Supervises activities, training, and work of Deputy City Recorder.
- Passport Acceptance Facility Manager; Certified as Passport Acceptance Agent.
- Supervises Passport Acceptance Agents and is responsible annually for recertification of the program and the agents through the U.S. Department of State.
- Manages all aspects of Mail Room Services/postal and shipping needs of the City.

IV. Marginal Duties:

- Makes recommendations and suggestions for the annual budget for the Recorder's Office
- Manages central services for copying and mailing.
- Responsible for all equipment management of the Office of City Recorder and for Passport Acceptance duties.
- Performs other city duties as assigned.

V. Qualifications:

Education: Requires a Bachelor's Degree in public administration, business, records management or related field.

Experience: Requires four years' work experience with progressively increasing responsibilities including at least three years of administrative experience. Year-for-year additional related experience may be substituted for required education.

Certifications/Licenses: Requires a valid Utah driver's license. Must pass and be certified as a passport agent within three months of hire. Certified Municipal Clerk designation (CMC) or Master Municipal Clerk (MMC) designation not required but must be willing to achieve within two years of hire.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: City, County, and State statutes governing privacy, legal publications, hearing notices and election requirements; thorough knowledge of GRAMA as defined in the Utah State Code; correct methods of records retention and management; public notice requirements; municipal elections; correct use of the English language, spelling, and vocabulary; principles of management, office, and budget procedures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; responsibility for decisions that affect the lives of others.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives, city attorneys and other governmental entities on matters requiring explanations and discussions; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of office equipment including a computer, printer, copier, scanner, telephone system, reader/printer and typewriter.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks and meet required legal deadlines; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; records management skills. Ability to see global implications of decisions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Job requires frequent lifting up to 20 pounds and moving of boxes of records and general maintenance of records vault area; frequent climbing of ladder in vault to access records on upper shelves; use of the reader/printer causing eye strain and fatigue. Employee will sit for long periods of time.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment can be minimal, however this is a public office where the numbers of customers can increase the level of noise. Great mental effort is required daily; a good amount of pressure and fatigue are present during an average work week; moderate overtime is required during election period.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____